

# 86976

CCA

**ADMINISTRATIVE AND PROFESSIONAL SCHOOL STAFF  
JOB DESCRIPTIONS**

**POSITION TITLE: COORDINATOR OF PHYSICAL EDUCATION/ HEALTH (K-12)**

**REPORTS TO:** Superintendent or designated senior administrator

**SUPERVISES:** N/A

**JOB GOAL:** To assist teachers and administrators with the development and implementation of effective physical education/health programs including the delivery of InFormNet courses.

**QUALIFICATIONS:**

- Valid Manitoba Teaching Certificate
- Minimum Bachelor of Education degree

**EXPERIENCE:**

Successful teaching experience in physical education/health areas.

**PERFORMANCE RESPONSIBILITIES:**

1. To assist teachers and administrators with program development and instructional skills by advising on the selection and application of appropriate instructional materials.
2. To assist with the development and of inservice training programs for teachers to review methods and materials.
3. To assist and advise administrators and teachers in the preparation of school budget recommendations for necessary instructional materials and equipment.
4. To participate in program evaluation by assisting the school principal and the Superintendent's department.

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5. To prepare reports as requested.
6. To assume responsibility for personal professional growth and development in the areas of physical education and health education.
7. To review current materials being published and advise teachers and administrators on the use and availability of such materials.
8. To advise on the establishment of pilot programs within the Division and to assist in the implementation of new curricula.
9. To coordinate Division activities/meetings in the area of physical education/health education.
10. To assume other responsibilities as may be assigned.

**TERM OF EMPLOYMENT:**

By annual appointment.

**EVALUATION:**

Evaluation will be carried out in accordance with provisions of the Board's policies on evaluation of professional personnel.

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